

## **3 FAM 3250 OFFICIAL RESIDENCE EXPENSES**

### **3 FAM 3251 DESIGNATION OF PRINCIPAL REPRESENTATIVES**

*(TL:PER-259; 4-24-95)*

*(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)*

*(Applies to Foreign Service Employees Only)*

Officers holding the following positions or ranks are designated as principal representatives:

- (1) Chiefs and deputy chiefs of diplomatic missions, and principal officers in charge of consulates general and consulates;
- (2) Directors of USAID missions, USAID representatives, and USAID Affairs Officers;
- (3) Public affairs officers of certain USIA posts of class A and B as designated by USIA;
- (4) Minister-Counselors of the Department of Commerce, providing funding is available;
- (5) Officials acting temporarily for all of the above officials; and
- (6) Such other positions for any agency as are specifically designated by the Director, Allowances Staff in State.

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The appropriate regional bureaus in State and USAID; the Bureau of International Organization Affairs in State; the Director, Office of Personnel (M/P or VAO/P) in USIA; and the Director, Officer of Foreign Service Personnel in Commerce shall determine which residences at a post shall be designated as official residences for occupancy by principal representatives. These offices may redelegate this authority to:

State	Chiefs of Mission or Charge d'affaires;
USAID	Directors or acting directors of USAID missions or USAID representatives or acting USAID representatives; and
USIA	Ranking USIA representative in country.

### **3 FAM 3253 PROCEDURES AND GUIDELINES**

*(TL:PER-259; 4-24-95)*

*(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)*

*(Applies to Foreign Service Employees Only)*

Procedures, guidelines, and information concerning account chargeable for expenses of official residences are found in 3 FAH-1 H-3250.

### **3 FAM 3254 HOUSEHOLD SERVANTS**

#### **3 FAM 3254.1 Limitation on Household Servants**

*(TL:PER-259; 4-24-95)*

*(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)*

*(Applies to Foreign Service Employees Only)*

The following offices or officials shall determine the limitation to be placed on the total number of household servants to be employed in official residences of principal representatives in their respective areas:

State	Regional bureaus and Bureau of International Organization Affairs;
USIA	Director; and
Commerce	Office of Planning and Management, USFCS.

#### **3 FAM 3254.2 Employment of Household Servants From Outside the Host Country**

*(TL:PER-259; 4-24-95)*

*(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)*

*(Applies to Foreign Service Employees Only)*

The transportation of servants for purposes other than delineated in section STNRG-0451 of the Standardized Regulations is prohibited unless transportation is incorporated into the wage contract due to lack of available qualified personnel at post. Procedures and guidelines which must be followed are found in 3 FAH-1 H-3250.

### **3 FAM 3254.3 Salary, Leave and Benefits**

*(TL:PER-259; 4-24-95)*

*(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)*

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Guidelines for establishing salary, leave and benefits for household servants are found in 3 FAH-1 H-3250.

### **3 FAM 3255 PROHIBITIONS**

*(TL:PER-259; 4-24-95)*

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a. No reimbursement may be claimed for an expense prohibited by section STNRG-0454 of the Standardized Regulations.

b. Expendable household supplies shall not be included unless authorized by section STNRG-0453 of the Standardized Regulations.

### **3 FAM 3256 PAYMENT**

*(TL:PER-259; 4-24-95)*

*(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)*

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Permanent and part-time staff employed under official residence expenses (ORE) are employees of the principal representative, not the U.S. Government. Thus, these employees should be paid by the principal representative (or household manager) who will be reimbursed for these expenses. In the absence of the principal representative the charge should arrange for and make the payment. Embassy employees are normally prohibited from representing the principal representative and making ORE payments.

### **3 FAM 3257 THROUGH 3259 UNASSIGNED**